

VOCA FINANCIAL STATUS REPORT

(Due 10 Days After Close of Each Month, or the First Business Day, by 5:00 PM)

1. Name and address of subgrantee organization.
2. Grant Project Number--Use the number given to the subgrantee from the Governor's Grants Program in the Grant Assurances.
3. Vendor Identification Number or Federal Employer Identification Number--City or county vendor number if government subgrantee, or federal employer identification number if not for profit subgrantee.
4. Final Report--Mark "Yes" only when submitting the last monthly Financial Status Report for the entire grant project period.
5. Basis of Accounting--Indicate whether the subgrantee's accounting system is cash or accrual basis for recording transactions related to this grant award.
6. Grant Project Period--Dates of the funding cycle, October 1 through September 30.
7. Report Period--**Month** in which the subgrantee is reporting financial information.

Budget Category:

All amounts should be rounded off to the nearest whole dollar and no amounts reported should carry a negative balance.

Approved Budget--List approved grant amount for each budget category, per the Budget Summary Form. This column represents the total grant award for Fiscal Year 2006. Refer to the Budget Revision Requests policy within the Reporting Requirements to address any changes made to this column.

Period Expenditures (Federal Funds)--Amount of grant funds spent in each budget category during the month in which the subgrantee is reporting. This includes only cash expenditures, not obligations incurred.

Period Expenditures (Non-Federal Match)--Amount of non-federal match funds spent in each budget category during the month in which the subgrantee is reporting. This includes only cash expenditures, not obligations incurred.

To-Date Expenditures (Federal Funds)--Amount of grant funds in each budget category spent since grant project period began including the current reporting period, or the accumulated total of Period Expenditures reported as of this date.

To-Date Expenditures (Non-Federal Match)--Amount of non-federal match funds in each budget category spent since grant project period began including the current reporting period, or the accumulated total of Period Expenditures reported as of this date.

Obligations--Any expense that was incurred during the month in question, but not yet paid. Only report information in this column if the subgrantee uses accrual basis accounting, and only report expenses that will be paid in the next month with grant funds or non-federal match funds.

Funds Remaining--Amount of funds in each budget category that have not been expended or obligated as of this date.

Total all columns and sign. There must be a signature on the Financial Status Report form or it will be returned to the subgrantee.